

How Do I Access WordPerfect's Grade Level Tool?

Open WordPerfect 11 or 9

Open the document you want to test.

On the WordPerfect 11 or 9 Menu Bar (2nd horizontal bar from top), click:

- Tools
- Grammatik
- Options
- Analysis
- Readability

A pop-up window will show you:

- Grade Level
- Passive voice occurrences
- Sentence complexity
- Vocabulary complexity

How Do I Access MicroSoft Word's Grade Level Tool?

- Tools
- Options
- Spelling and Grammar Tab
- Grammar section
 - Check box for readability statistics